

Business English 2

voc. & gra. syllabus.- lesson 1 A: greetings, numbers 1-12, a/an

Introducing yourself / numbers 1-12 / indefinite articles a, an

HELLO, HOW ARE YOU?
GOOD MORNING (UP TO 12 PM)
GOOD AFTERNOON (FROM 12 PM TO 6 PM)
GOOD EVENING (FROM 6 PM ONWARDS)
GOODBYE! BYE!

CARDINAL NUMBERS:
ONE, TWO, THREE, FOUR
FIVE, SIX, SEVEN, EIGHT
NINE, TEN, ELEVEN, TWELVE

INDEFINITE ARTICLE: A, AN (UN, UNO, UNA)
A BIRD, AN ELEPHANT, A GIRL, A BOOK

That boy has a new book
My brother likes eating an apple a day
I don't understand this word. Lend me a dictionary, please!

**

WORDS 1.-
EYE! THESE WORDS ARE ONLY AN EXCERPT OF THE WORDLIST! YOU MUST LEARN
ALL WORDS FROM THE LIST

What's her name?.¿Cómo se llama ella?
Her name is Martha.Ella se llama Marta

partner.socio / compañero
co-worker.compañero
colleague.colega
firm.empresa
department.departamento
company.compañía
communication.comunicación

netiquette.etiqueta en internet
unemployment.desempleo
in italics.en cursiva
in bold.en negrita
words.palabras
verbs.verbos
on page 32.en la página 32

Germany.Alemania
the USA.EE UU
France.Francia
Italy.Italia
Portugal.Portugal
Finland.Finlandia

voc. & gra. syllabus: lesson 1 A+: the definite article, countries and nationalities

THE DEFINITE ARTICLE: the (el, la, lo, los, las)
via ingles.com-

Los artículos definen a un nombre y siempre están situados delante del nombre. En inglés, a diferencia del castellano, no tienen género ni forma plural. En castellano decimos “el coche” (género masculino, singular) o “las casas” (género femenino, plural) y en inglés es “the car” y “the houses”. “The” corresponde a los siguientes artículos en español: el, la, los, las.

The boy(el niño)
The books(los libros)
The days of the week(Los días de la semana)

Uses Of The Definite Article (Usos del artículo determinado)

1.Cuando sabemos de quién o de qué estamos hablando. Utilizamos “the” para indicar algo o alguien en particular, por ello se llama definido. Hablamos de algo o alguien concreto que tanto el emisor como el receptor del mensaje conocen porque ya ha salido anteriormente en la conversación o porque los dos lo conocen previamente.

What is the name of the restaurant? (¿Cuál es el nombre del restaurante?)
Do you remember the day we went to New York? (¿Recuerdas el día que fuimos a Nueva York?)

2.Con los nombres de regiones geológicas, cadenas de montañas, mares, océanos, grupos de islas, ríos y países en plural.

The United States(Los Estados Unidos)
The Netherlands(Los Países Bajos)
The Andes(Las montañas Andes)
The Atlantic Ocean(El océano Atlántico)
The Canary Islands(Las islas Canarias)
The Nile River(El río Nilo)

When Not To Use The Definite Article (Cuando no usamos el artículo determinado)

1.Cuando hablamos de algo en general.

I like ice cream.(Me gusta el helado.)
Math is difficult.(Las matemáticas son difíciles.)

2.Nunca utilizaremos “the” cuando nos referimos a la televisión, las horas de las comidas, los días de la semana, la hora, los meses del año, las estaciones o los años.

I do not like to watch television [TV].(No me gusta ver la televisión [tele].)
I have an appointment on Monday.(Tengo una cita el lunes.)
We eat breakfast at 9:00.(Comemos el desayuno [Desayunamos] a las 9:00.)

3. Con instituciones y modos de transporte, cuando estamos hablando en general.

They go to church on Sundays. (Van a la iglesia los domingos.)

4. No se utiliza el artículo con nombres de ciudades ni nombres de lugares en general, aunque hay algunas excepciones como hemos visto en el apartado anterior. Además, no se utiliza el artículo con lagos o calles.

**

Countries and nationalities

Where are you from, Michael?
I am from Germany. I am German
Where are you from, Joan?
I'm from France. I'm French
What is your country?
My country is Belgium. I'm Belgian
What is your country?
My country is Greece. I'm Greek

What nationality are you?
I am Spanish. I am from Spain
What nationality are you?
I am American. I am from the USA
What nationality are you?

I am Japanese. My country is Japan

voc. & gra. syllabus. -lesson 1 B: demonstratives, classroom language, imperative

Demonstratives:

THIS.ESTE, ESTA, ESTO

THESE.ESTOS, ESTAS

This bloc is Peter's bloc, not María's
Translate these sentences into French

THAT.ESE, ESA, ESO, AQUEL, AQUELLA, AQUELLO
THOSE.ESOS, ESAS, AQUELLOS, AQUELLAS

That red jacket is very nice
Those ball pens cost 2€ each

Classroom language:

WHAT TIME IS IT, PLEASE?

HAVE YOU GOT A NOTEBOOK?-YES, I HAVE

WHAT IS "WHITEBOARD", TEACHER?

LET ME SEE...

OPEN THAT WINDOW, PLEASE!

LISTEN TO ME

YOU CAN TAKE SOME NOTES NOW

Imperative:

COME HERE, PLEASE! / SHUT UP! / PASS ME YOUR NOTEBOOK, PLEASE!

DO NOT TALK! / GET YOUR NOTEBOOKS!

**

WORDS 1

questions.preguntas

answers.respuestas

**

meeting.reunión

CV.curriculum vitae

résumé.curriculum vitae

phone call.llamada

turn off.apagar (teléfono)

ask(v).preguntar

answer(v).responder

send(v).enviar

submit(v).enviar

forward(v).reenviar

ABBREVIATIONS

A.D.Anno Domini

CV.Curriculum Vitae

etc.etcetera

dept.department

voc. & gra. syllabus. - lesson 1 B +: the imperative mood

Imperative Mood

The imperative mood is a verb form that gives a command. For example:

Empty the bin, John.

(This is a verb in the imperative mood.)

John empties the bin.

(This verb is not in the imperative mood. It is in the indicative mood.)

Commands can include orders, requests, advice, instructions, and warnings.

definition of imperative mood and examples

The main verb (i.e., the finite verb) in an imperative sentence (i.e., one that makes a command) is said to be in the "imperative mood."

Forming the Imperative Mood

In English, the imperative mood uses the bare infinitive form (i.e., the version without "to").

Example 1:

Infinitive form: to take

Bare infinitive form: to take

Verb in the imperative mood: Take a leaflet.

Example 2:

Infinitive form: to remind

Bare infinitive form: to remind

Verb in the imperative mood: Next time I see you, remind me not to talk to you. (Comedian Groucho Marx)

Example 3:

Infinitive form: to do

Bare infinitive form: to do

Verb in the imperative mood: If you've heard this story before, do not stop me, because I'd like to hear it again. (Groucho Marx)

voc. & gra. syllabus: lesson 1 C: the Simple Present Tense

The Simple present tense (with LEXICAL verbs)

Use of the Simple Present

1.1. repeated actions

My friend often draws nice posters.

1.2. things in general

The sun rises in the east.

1.3. fixed arrangements, scheduled events

The plane flies to London every Monday.

1.4. sequence of actions in the present

First I get up, then I have breakfast.

1.5. instructions

Open your books at page 34.

1.6. with special verbs

I understand English.

2. Signal words

every day, often, always, sometimes, never

3. Form

infinitive (3rd person singular he, she, it: infinitive + -s)

4. Examples

4.1. Affirmative sentences in the Simple Present

I read books.

You read books.

He reads books.

4.2. Negative sentences in the Simple Present

Do not negate a main verb in English.

Always use the auxiliary do for negations and the infinitive of the verb.

I do not clean the room.

You don't clean the room.

He does not clean the room.

4.3. Questions in the Simple Present

You need the auxiliary do/does and the infinitive of the verb.

Do I play football?
Do you play football?
Does he play football?

—

voc. & gra. syllabus.- lesson 1 C +: jobs / introductions

JOBS

What is your job?
I am a technician
What is your job?
I am Managing Director of this firm
My company is Italian

What is their job?
They work in the Production Department

What do you do?
I work as an interpreter for the company

What is her job?
She is an accountant
What is his job?
He is CEO (Chief Executive Officer)

Is your company French?
No, it isn't. It is Dutch
What does she do?
She is the Sales Manager of the company

**

INTRODUCTIONS
(spelling names)

Hello. My name is Anne Gibbs. How do you do?
_Hello. I'm Tom Hutchinson. How do you do?

Morning!. I'm Maria. Pleased to meet you!
_Good morning!. Nice to meet you! I am Patricia Willis
Look, this is Martha Micaan. She is my P.A

*Oh, hello. How do you do?
Can you spell your last name, Martha?

_Yes, it is M as in Mike, I as in India, C as in Charlie ...

—

Business English 2

VOCABULARY AND GRAMMAR SYLLABUS . lesson 2 A:

Personal pronouns of subject I, you / lexical and auxiliary verbs

Personal pronouns (subject)

I, YOU, HE / SHE / IT

WE, YOU, THEY

I am Spanish

She is not a doctor

Are they listening to me?

Tom cannot read in Greek

You must speak English

Lexical verbs & auxiliary verbs

LEXICAL VERBS (REGULAR AND IRREGULAR VERBS)

TO PLAY, TO LOOK

TO SAY, TO SPEAK

AUXILIARY VERBS

(PRIMARY AUXILIARIES: TO BE, TO HAVE, TO DO)

(MODAL AUXILIARIES: CAN, COULD, MAY, MIGHT, MUST, WILL, WOULD, SHALL, SHOULD)

Have you got a notebook to take notes?

No, I haven't

Could you repeat it?

Shall we go out now?

**

WORDS 2

How do you spell that? ¿cómo deletrea usted eso?

Moore. M- double O- R- E

services.servicios

&.ampersand

#hashtag.almohadilla /etiqueta

type.tipo /clase

sure.claro

of course.por supuesto

therefore.por lo tanto

this invoice.esta factura

slide/s.diapositiva/s

before.antes

notice board.tablón de anuncios

store data.almacén de datos

USB drive.USB

pen drive.lápiz de memoria

flash drive.lápiz de memoria

IDIOMS

that's none of your business.no es asunto suyo

word-of-mouth.boca a boca

a hot potato.una patata caliente

ANSWERING THE PHONE

The Best Way To Answer A Phone

Carissa Doshi, GOODTEMPS.org

The worst way I've ever heard a phone answered was at an optometrist's office in New Jersey where the receptionist simply said, "Offices."

It was less personal than saying "hello," and yet callers had no idea what sort of "offices" they'd actually reached or if they'd just dialed the wrong number. Here are a few tips for the best way to answer a phone and sound professional doing it.

Answer before the third ring

You don't want to leave callers waiting.

Wait until you have the phone next to your face to start talking.

Many people rush to speak before the phone is in place. If your phone doesn't pick up on faraway sounds well, it can leave the caller hearing only the very end of what you are saying. "This is Louis" can sound like "...is," which is even more confusing than, "Offices."

Introduce the business and yourself when you pick up the phone.

If there is an official greeting for at your place of work, use it. If not, your safest bet is something like, "Good morning. This is GoodTemps. Carissa speaking. How may I help you?"

Be appropriately formal.

Instead of, "Just a second," say, "May I put you on hold?" Instead of, "Who is this?" say, "May I ask who's calling?" You should always sound more formal at work than you would at home or on your own phone.

If the call isn't for you, transfer it to the right person.

If you don't know how to transfer calls on your phone, ask someone to show you as soon as possible. If the right person isn't available, take a message and give it to them. Be as helpful as you can, even if it isn't your job.

Smile when you speak.

It comes through in your voice.

Whether you're an executive or a receptionist, these tips will ensure you sound friendly and professional whenever you pick up the phone.

voc. & gra. syllabus.- lesson 2 B: the Present Simple Tense- CONJUGATION OF Lexical verbs, SKELETON OF A VERB

Conjugation of a lexical verb (PRESENT SIMPLE TENSE)
AFFIRMATIVE:-

I PLAY-YO JUEGO
YOU PLAY
SHE PLAYS

...

NEGATIVE:

I DO NOT PLAY.yo no juego
YOU DO NOT PLAY
SHE DOES NOT PLAY
WE DO NOT PLAY
YOU DO NOT PLAY
THEY DO NOT PLAY

Skeleton of a verb

TO FORGET FORGOT FORGOTTEN
(INFINITIVE, PAST, PAST PARTICIPLE)

TO SPEAK SPOKE SPOKEN
I speak (using the INFINITIVE FORM WITHOUT "To"
You don't speak

Speak to me, please!

Hillary will speak French soon, I guess

SPOKE (using the PAST FORM)

They spoke to him yesterday about that issue

*For the negative and interrogative form in the PAST you should use the INFINITIVE FORM without TO and take the VERB TO DO DID DONE. See:

Tom did not speak French when he met the President

Did you call her?

Did she see the film yesterday?

voc. & gra. syllabus. - lesson 2 B +: formulaic language

ENGLISH CLUB.COM

ANSWER THE PHONE: _

Telephone Phrases

Here are some common phrases and sentences you can use when speaking on the telephone. The informal phrases are mostly for family and friends. The formal phrases are for business and official calls and for calls to important people. Caller unknown means the person answering the phone doesn't know who's calling. This mostly occurs when answering a call to a landline phone without caller ID or to a mobile phone or smartphone from a number that isn't listed in the phone's contacts.

Answering the phone (informal)

Hello. Matt here. (caller unknown)

Hi, Jody. How are you?

Hey, Justin. What's up?

Answering the phone (formal)

Hello? Serena speaking. (caller unknown)

John Sayles speaking. Who's calling, please? (caller unknown)

Doctor Martin's office. May I know who's calling, please? (caller unknown)

Thank you for calling Jeans Plus. Jody speaking.

Hello Maria. Nice to hear from you.

Hello Dr Jones. How can I help you?

City Library. Kim speaking. What can I do for you, Robert?

Introducing yourself

Hey George. It's Lisa calling. (informal)

Hello, this is Julie Madison calling.

Hi. It's Angelina from the dentist's office here. (informal)

Hello Sayoko. This is Alan calling from Big Boyz Autobody.

Asking to speak with someone

Hi. Is Nina there? (informal)

Can you put Michael on? (informal)

Can I talk to Josef? Tell him Marilyn's calling. (informal)

May I speak to Mr. Green in the accounting department, please?

Good morning. Is Dr Martin available, please?

Connecting someone

Just a sec. I'll get him. (informal)

Hang on a moment. I'll see if she's in. (informal)

One moment please. I'll see if he's available.

Hold the line please. I'll put you through in a moment.

Please hold while I put you through to the manager's office.

All of our staff are busy at this time. Please hold for the next available person.

Making a request

Could you please repeat that?

Would you mind spelling that for me?

Could you speak up a little, please?

Can you speak a little slower, please. My English isn't very good, I'm afraid.

Could you let me know when she'll be in the office, please?

Would you mind calling back in an hour? I'm in a meeting just now.

Can you call again? I think we have a bad connection.

Please hold for just a minute. I have another call.
Please don't call this number again.

voc. & gra. syllabus.- lesson 2 C: formulaic language _the phone
-via ENGLISHCLUB.org

Taking a message

Can I take a message?
Would you like to leave a message?
Sammy's not in. I can tell him you called if you like. (informal)
No, that's okay. I'll call him later. (informal)
I'm sorry, but Lisa's not here at the moment. Can I take a message?
I'm afraid he's stepped out. Would you like to leave a message?
She's busy right now. Would you like her to return your call?
He's in a meeting at the moment. Can he call you back when he's free?
Fine. I'll let him know you called.
I'll make sure she gets your message.

Leaving a message

Can I leave a message?
Would you mind giving her a message?
Would it be possible to leave a message?
Could you tell her Jonathon called?
Could you ask him to call Paul when he gets in?
I don't think he has my number. Do you have a pen handy?
Thanks. It's James Brown and my number is 222 3456.

Confirming a message

Let me repeat that just to make sure. It's James Brown at 222 3456?
Was that 555 Charles Street, Apartment 66?
I'll make sure he gets the message.
It's Johnny, right? And you won't be at the club until midnight. (informal)
Okay, got it. I'll let him know. (informal)

Answering machine and voicemail phrases

Hey, Brad here. What's up? Let me know after the tone, OK? (informal)

Hi, this is Liz. I'm sorry I can't take your call right now, but if you leave a message after the tone I'll get back to you as soon as I can.

You've reached 222 6789. Please leave a message after the tone. Thank you.

Thank you for calling Dr. Mindin's office. Our hours are 9am to 5pm, Monday to Friday. Please call back during these hours or leave a message after the tone. If this is an emergency, please call the hospital at 333 7896.

You have reached Steve James, your guide to Computer Technology. Unfortunately, I can't take your call right now, but if you leave me a message and include your name and telephone number, I'll get back to you as soon as I can. You can also contact me via email at computech@XYZ.com. Thank you for calling.

Leaving an answering machine or voicemail message

Hey Mikako. It's Yuka. Call me, OK? (informal)

Hello, this is Ricardo calling. Could you please return my call as soon as possible. My number is 334 5689. Thank you.

Hi Anderson. This is Marina from the doctor's office calling. I just wanted to let you know that you're due for a check-up this month. Please call us to make an appointment at your earliest convenience.

Ending a conversation

Well, I guess I'd better get going. Talk again soon, OK? (informal)

Thanks for calling. Bye for now.

I have to let you go now.
I have another call coming through. I'd better run.
I'm afraid that's my other line.
I'll talk to you again soon. Bye Jules.

**

voc. & gra. syllabus.- lesson 2 C +: how to say numbers

Expressing *numbers* in English can be confusing to both students and those listening. Make sure you understand how to express numbers in spoken English by following these rules.

Below you will find numbers written out in order to help students learn the correct grouping in English. Generally speaking, numbers larger than nine should always be expressed by numbers in written English, while numbers under 10 should be written out:

I have 15 clients in New York.
He ate three cookies.
She has 240 contacts on her mailing list.

How to Say Numbers from One to 100

Say individual numbers between one and twenty. After that, use the tens (twenty, thirty, etc.) followed by the numbers one through nine:

7 - seven
19 - nineteen
32 - thirty-two
89 - eighty-nine

When expressing large numbers (more than one hundred), read in groups of hundreds. The order is as follows: billion, million, thousand, hundred. Notice that hundred, thousand, etc. is NOT followed by an "s:"

200 is two hundred NOT two hundreds

How to Say Numbers in the Hundreds

Say numbers in the hundreds by beginning with numerals one through nine followed by "hundred". Finish by saying the last two digits:

350 - three hundred fifty
425 - four hundred twenty-five
873 - eight hundred seventy-three
112 - one hundred twelve

NOTE: British English takes "and" following "hundred." American English omits "and:"

How to Say Numbers in the Thousands

The next group is the thousands. Say a number up to 999 followed by "thousand." Finish by reading the hundreds when applicable:

15,560 - fifteen thousand five hundred sixty
786,450 - seven hundred six thousand four hundred fifty
342,713 - three hundred forty-two thousand seven hundred thirteen
569,045 - five hundred sixty-nine thousand forty-five

**voc. & gra. syllabus.-lesson 3A: personal pronouns of object
have you got...? / auxiliaries in the present can, can' t**

*

Personal pronouns (OBJECT)(a mí, me, a ti, te, ...)

ME, YOU, HIM /HER / IT

US, YOU, THEM

SHE LOVES ME, THAT BOOK IS FOR HIM (FOR JOHN)

TALK TO HER!

DO YOU WANT TO MEET THEM?

—

have (tener)

HAVE YOU GOT A PEN?

HAVE YOU GOT A DICTIONARY?

HAS YOUR COMPANION GOT ANY PAPERS?

DO YOU HAVE A CAR?

NO, I DON'T / YES, I DO

DOES SUSAN HAVE BOOKS OF GERMAN?

YES, SHE DOES

—

can / can't (poder / no poder)

YOUR BROTHER CAN'T READ BOOKS IN FRENCH

CAN YOU SWIM?

MY BROTHER CAN TYPE

**

WORDS 3

EYE! THESE WORDS ARE ONLY AN EXCERPT OF THE WORDLIST! YOU MUST LEARN ALL WORDS FROM THE LIST

Good Morning, MN Global Access Ltd. Can I help you?

-Hello. Can I speak to Hattie Jones, please?

Who's calling, please?

-This is Hattie's mother

Oh, I'm sorry! I'll put you through

—

Can you spell your name for me, please?¿Puede deletrear su nombre, por favor?

Thank you! I'll give her your message.¡Gracias! Le entregaré su mensaje

—

weather.tiempo atmosférico

flights.vuelos

message.mensaje

phone call.llamada telefónica

orders.pedidos

sales.ventas

—

laptop.ordenador portatil

smartphone.teléfono inteligente

caller.llamante

receiver.receptor

—

depart(v).salir

go through(v).pasar
board(v).subir / embarcar
book(v).reservar
check in(v).facturar

FALSE FRIENDS

conductor.(NOT conductor) director de orquesta
constipated.(NOT constipado) estreñado
compliment.(NOT complemento) piropo

voc. & gra. syllabus.- lesson 3 A +: saying email addresses / postal addresses

-via BRITISHCOUNCIL.org-

Saying email addresses

When you say an email address:

remember that @ is pronounced 'at'.
'reservations at beach hotel bern dot com'

sometimes there is a . in the person's name. jeff
amherst at british council dot org'

in an email address underscore 'call teaching job@english_
underscore job at English underscore academy dot l

Note that it is not necessary to use capital J and A in Jeffery Amherst's email address. People sometimes write email addresses with capital initial letters (Jeffery.Amherst@britishcouncil.org). Sometimes it is all in capitals (JEFFERY.AMHERST@BRITISHCOUNCIL.ORG). However, most people write email addresses without capital letters (jeffery.amherst@britishcouncil.org).

-via Wikipedia-

A postal address is usually the location of someone's house, but sometimes it is the person's Post Office Box. It is the information that is put on a letter to have the letter delivered to a person.

Example (in England):

Mr John Smith
132, My Street,
Bigtown BG23 4YZ
England

Example (in the U.S.):

Mr John Smith
132, My Street,
Kingston, New York 12401
United States

voc. & gra. syllabus.- lesson 3 B: the present continuous tense

-via britishcouncil.org-

Present continuous tense (ENGLISH)

The present continuous is made from the present tense

of the verb be and the -ing form of a verb:

I am working
You are playing
He is talking
She is living
It is eating
We are staying
They are sleeping

We use the present continuous to talk about:

1/activities at the moment of speaking:
I'm just leaving work. I'll be home in an hour.
Please be quiet. The children are sleeping.

2/future plans or arrangements:
Mary is going to a new school next term.
What are you doing next week?

--

Present continuous questions

We make questions by putting am, is or are in front of the subject:

Are you listening?
Are they coming to your party?
When is she going home?
What am I doing here?

--

Present continuous negatives

We make negatives by putting not (or n't) after am, is or are:

I'm not doing that.
You aren't listening. (or You're not listening.)
They aren't coming to the party. (or They're not coming to the party.)
She isn't going home until Monday. (or She's not going home until Monday.)

**

NOTA BENE

Stative verbs

We do not normally use the continuous with stative verbs.

Stative verbs include:

verbs of thinking and feeling:

believe, dislike, know, like, love

hate, prefer, realise, recognise

remember, suppose, think (= believe)

understand, want, wish

verbs of the senses:

appear, feel, look

seem, smell, sound, taste

We normally use the simple instead:

I understand you. (NOT I am understanding you.)

This cake tastes wonderful. (NOT This cake is tasting wonderful.)

**

voc. & gra. lesson 3 C: the Present Continuous Tense (Spanish)

El "present continuous" se utiliza:

A-REAL

1/para describir una acción que está teniendo lugar en este momento:

You are using the Internet.

You are studying English grammar.

2/para describir una tendencia o una acción que está sucediendo en la actualidad:

Are you still working for the same company?

More and more people are becoming vegetarian.

3/para describir una acción o evento futuros que ya están programados:

We're going on holiday tomorrow.

I'm meeting my boyfriend tonight.

Are they visiting you next winter?

4/para describir una situación o evento temporales:

He usually plays the drums, but he's playing bass guitar tonight.

The weather forecast was good, but it's raining at the moment.

5/con "always, forever, constantly", para describir y enfatizar una sucesión de acciones repetidas:

Harry and Sally are always arguing!

You're constantly complaining about your mother-in-law!

B/valor de futuro

Uso del "present continuous" para referirse al futuro

1/El "present continuous" se emplea para referirse a planes o acuerdos sobre eventos futuros.

Conlleva la sugerencia de que más de una persona

está implicada en ellos y que ya se ha dado cierto grado de preparación previa, por ejemplo:

I'm meeting Jim at the airport = Jim y yo hemos quedado en eso.

I am leaving tomorrow. = Ya he comprado el billete de tren.

We're having a staff meeting next Monday = se ha comunicado a todos los miembros del personal.

Ejemplos

Is she seeing him tomorrow?

He isn't working next week.

They aren't leaving until the end of next year.

We are staying with friends when we get to Boston.

Nota: en el primer ejemplo, se utiliza "seeing"

en su forma progresiva con el significado de "meeting"

(encontrarse con, quedar).

OJO al Simple Present tense (horarios fijos: trenes, aeropuertos, exámenes)

¡Cuidado! Si el evento futuro tiene un horario fijo o está programado, se utiliza el "simple present".

Observa la diferencia entre:

a. We're having a staff meeting next Monday = evento puntual

b. We have a staff meeting every Monday

—

voc.&gra. syllabus 4

voc. & gra. syllabus.- lesson 4 A: conjugation of the Present (lex), on Thursday, etc

—

PRESENT SIMPLE TENSE

Conjugation of a lexical verb in the interrogative form do you understand? / prepositions of time on, in, at / daily activities get up, have lunch

Lexical verb- conjugation in the present simple tense- INTERROGATIVE FORM

Do I play?

Do you play?

Does she play?-¿juega ella?

Do we play?

Do you play?

Do they play?

**

Do I understand?

Do you understand?

Does she understand?

Do we understand?

Do you understand?

Do they understand?-¿entienden ellos?

—

On Monday, on Thursday, on Sunday evening, on the 23rd of May/ in the morning, in the afternoon, in June, in August, in 1984, in 2014 / at night, at Christmas, at Easter, at 5: 55 pm

Get up, go to work, go to school, have lunch, read the newspaper, do the housework, do the washing up, do the ironing, have a siesta, cook, sleep

**

WORDS 4

Apply for a job.solicitar un puesto de trabajo

skills.habilidades

computer literate.habilidad con ordenadores

shift.turno

overtime.trabajar horas extra

cover letter.documento con info extra (+ CV)

leave.permiso

qualification.certificado / diploma

—

notebook.cuaderno paper clip.clip

library.biblioteca

restaurant.restaurante

bank.banco

bookshop.librería

chemist s.farmacia

cinema.cine
warehouse.almacén

—
book.libro
pen.bolígrafo
notebook.cuaderno
pencil.lapiz
PC.ordenador personal
PC.Personal Computer
laptop.ordenador portátil
smartphone.teléfono inteligente
mechanical pencil.portaminas
rubber.goma de borrar
handbooks.manuales
AV account.cuenta en Aula Virtual (@moodle)

—
practise(v).practicar
download(v).descargar documentos
upload(v).cargar documentos
type(v).escribir a máquina

—
IDIOMS
not a spark of decency.sin modales
hit the nail on the head.dar en el clavo
honesty is the best policy.la honestidad es la mejor política

—
voc. & gra. syllabus.- lesson 4 B: How to use sequencing words

First of all,
Then,
Next,
After that,
Finally,

—
-via thoughtco.com-

Sequencing Steps

Sequencing refers to the order in which events happened. Sequencing is often made easier by the use of transition words. Following are some of the most common words and expressions used to sequence when writing or speaking.

1/Beginning your story

Create the beginning of your story with these expressions. Use a comma after the introductory phrase.

First of all,
To start off with,
Initially,

To begin with,

Examples of these beginning phrases in use include:

To begin with, I began my education in London.

Initially, I thought it was a bad idea.

2/Continuing the story

You can continue the story with the following expressions, or use a time clause beginning with "as soon as" or "after." When using a time clause, use the past simple after the time expression, such as:

Then,

After that,

Next,

As soon as / When + full clause,

...but then

Immediately,

Examples of using these continuing phrases in a story include:

Then, I started to get worried.

After that, we knew that there would be no problem!

Next, we decided on our strategy.

Immediately, I telephoned my friend Tom.

3/Interruptions and Adding New Elements to the Story

You can use the following expressions to add suspense to your story:

Suddenly,

Unexpectedly,

Examples of using these interrupting phrases or turning to a new element include:

Suddenly, a child burst into the room with a note for Ms. Smith.

Unexpectedly, the people in the room didn't agree with the mayor.

4/Ending the Story

Mark the end of your story with these introductory phrases:

Finally,

In the end,

Eventually,

Examples of using these ending words in a story include:

Finally, I flew to London for my meeting with Jack.

In the end, he decided to postpone the project.

Eventually, we became tired and returned home.

--

voc. & gra. syllabus.- lesson 4 C: Asking for help, offering help

-via abaenglish.com-

Requesting Help-Interrogatives:

1/ Would you mind (doing something)?

This is the most polite and formal way of asking someone to do something for you. You are literally asking if it would bother them to do something for you. Keep in mind that the verb for this interrogative needs to be in the gerund.

Would you mind getting the door for me?

Would you mind helping me find my keys?

2/ Would you (do something)?

This is a bit less formal than the previous version but is still very polite and can be used in any situation.

Would you help me carry this bag?

Would you turn off the light, please?

3/ Could you (do something)?

Very similar to the previous option, this is used to ask someone for something. If you want to make it more polite, add a possibly after the you and before the verb.

Could you come here, please?

Could you possibly show me where the nearest metro stop is?

—

-via abaenglish.com-

Offering Help Interrogatives

1/ May I (do something)?

May is a modal verb that indicates a possibility, a concession, or a request. In its interrogative form, may can be a very formal way of offering help.

May I offer you my help?

May I carry your bag for you?

2/ Would you like me to (do something)?

Would ... like is the conditional offer form of like

of help to someone. It is a formal and kind way to express yourself.

Would you like me to open the window?

Would you like me to bring you a drink?

3/ Can I (do something)?

The modal verb can is used to offer help somewhat less formally while still being kind. This means you can use it with friends as well as strangers. It is a warm way of showing your desire to do something for the other person.

Can I bring you a dessert?

Can I give you a lift?

4/ Do you want me to (do something)?

While less formal than the previous forms, this interrogative is no less kind. It is used when you are not completely sure of the answer your offer will receive.

Do you want me to go for you?

Do you want me to come to pick you up?

5/ Shall I (do something)?

This verb does not have very widespread use, especially in the United States, where it has practically disappeared. It is only used for first person singular and plural. It is an encouraging way to express your wish to assist someone.

Shall I turn off the radio?

Shall I help you with your homework?

voc. & gra. syllabus 5

voc. & gra. syllabus.- lesson 5 A: clothes, the Past Simple tense (Spanish)

CLOTHES

A pair of shoes, two pairs of boots, a pair of trousers,
some shirts, a jersey, a blouse, a skirt, two coats,
a scarf, a pair of gloves, underwear, a T-shirt, stockings,
a pair of pijamas

THE SIMPLE PAST TENSE (verbos Léxicos) **FORMAS**

AFFIRMATIVA:

S Vpast C (My neighbour walked home)

NEGATIVA:

S DID not V C (Tom did not study French at school)

INTERROGATIVA:

DID S V C ? (Did you listen to the news?)

USOS

El "simple past" se utiliza para hablar de una acción que concluyó en un tiempo anterior al actual. La duración no es relevante. El tiempo en que se sitúa la acción puede ser el pasado reciente o un pasado lejano.

Ejemplos

My father died last year.

He lived in Fiji in 1976.

We crossed the Channel yesterday.

Siempre se utiliza el "simple past" para referirse a cuándo ocurrió algo, de modo que va asociado a ciertas expresiones temporales que indican:

un tiempo determinado:

last week, when I was a child, yesterday, six weeks ago

We saw a good film last week.

Yesterday, I arrived in Geneva.

She finished her work at seven o'clock

un tiempo indeterminado:

the other day, ages ago, a long time ago People lived
in caves a long time ago.

She played the piano when she was a child.

—

THE SIMPLE PAST TENSE (verbos AUXILIARES)

Del mismo modo utilizamos el "past simple" con los verbos auxiliares: be, can,
must, will

be was/were been.ser/estar

can could.poder

must had to.deber

will would.querer/aux. futuro

La forma de la oración es diferente con los verbos auxiliares.

FORMAS

AFFIRMATIVA:

S AUX (V) C

She was angry.

They were in Lisbon yesterday

We had to do the exam.

I would drive there if I could

NEGATIVA:

S AUX NOT (V) C

Your brother could not arrive on time

Our friend Tom was not waiting for us * (Past Continuous tense)

Our friend Tom was not worried at all

INTERROGATIVA:

AUX S (V) C ?

Could you speak Italian when you were a child?

Would you like a coffee, Martha? (polite invitation)

Were they happy with their new pet?

**

WORDS 5

EYE! THESE WORDS ARE ONLY AN EXCERPT OF THE WORDLIST! YOU MUST
LEARN ALL WORDS FROM THE LIST

Education and Qualifications

A level.nivel avanzado

BA.licenciado en Filosofía y Letras
BSc.licenciado en Ciencias
certificate.certificado
college.escuela de Formación Profesional
course.curso
degree.título universitario

—

mistake.error
interview.entrevista
delivery note.nota de reparto
paperwork.papeleo

—

cover letter.carta de presentación
CV.curriculum vitae
interview.entrevista
short list.lista de seleccionados
application form.impreso·solicitud

—

thorough.minucioso
tidy.ordenado
expensive.carro
cheap.barato

**

remark.observacion / comentario
innuendo.indirecta / insinuación
mindset.mentalidad

—

ABBREVIATIONS
N.B.Nota Bene (note well)
no.number
PA.Personal Assistant

—

voc. & gra. syllabus.- lesson 5 B: the Present Perfect tense
-via britishcouncil.org-

Present perfect

The present perfect is formed from the present tense of the verb have and the past participle of a verb.

We use the present perfect:

1/for something that started in the past and continues in the present:

They've been married for nearly fifty years.
She has lived in Liverpool all her life.

2/when we are talking about our experience up to the present:

I've seen that film before.

I've played the guitar ever since I was a teenager.

He has written three books and he is working on another one.

3/We often use the adverb "ever" to talk about experience up to the present:

My last birthday was the worst day I have ever had.

and we use "never" for the negative form:

Have you ever met George?

Yes, but I've never met his wife.

4/for something that happened in the past but is important in the present:

I can't get in the house. I've lost my keys.

Teresa isn't at home. I think she has gone shopping.

—

SPECIAL CASES:

have been and have gone

We use have/has been when someone has gone to a place and returned:

A: Where have you been?

B: I've just been out to the supermarket.

A: Have you ever been to San Francisco?

B: No, but I've been to Los Angeles.

But when someone has not returned, we use have/has gone:

A: Where's Maria? I haven't seen her for weeks.

B: She's gone to Paris for a week. She'll be back tomorrow.

—

How to apologize

-via espressoenglish.net-

English Phrases for Apologizing

Oops, sorry. / Sorry about that.

I ' m s o r r y f o r ... / I ' m s o r r y t h a t ... / I a p o l o g

It was my fault.

I'm so sorry. / I'm really sorry.

I s h o u l d h a v e t . . h a v e s h o u l d

We deeply regret / Please accept our apologies.

—

voc. & gra. syllabus.- lesson 5 C: Basic Manners (Marla Walters)

—

Basic Manners (an excerpt of 5 points)

By Marla Walters

1. Etiquette 101

Here we have the holy grail of beginning etiquette for children. Master these four phrases, and practice them around, and with, your kids.

"Please, may I...?" / "Thank you." / "No, thank you." / "Excuse me."

2. Do Not Interrupt

I work with a guy who interrupts anyone and everyone, all the time. Every time he does it, I think,

"Your mother failed." It is rude to not let someone finish their thought. Children are, by their nature, impatient — but they need to learn patience, which includes not interrupting. When the interruptions happen, say "Please don't interrupt. Let me finish what I was saying."

3. How to Behave at the Table

It is my sincere hope that your family, no matter what its makeup, sits together at least for the dinner meal. A good chore for even young children is to learn to set the table. Once seated, you may say grace, or have a family custom — but please, no cell phones or other electronic devices at the table. Use this time to reconnect as a family, and instill some basics.

- Before each meal, wash your hands. Do not chew with your mouth open.
- Burps happen. They should be silent, and followed by "Excuse me." No belching contests, please.
- Absolutely no picking or scratching.

4. Avoiding Bad Language

It's very simple: if you swear in front of your kids, they are going to swear, too. The problem is (and I'm Exhibit A): They will use these words at some very inappropriate times. Often, they may not know what the bad words mean, and explaining can help (they will probably be horrified).

5. When Not to Use Electronics

This is especially hard because adult modelling is so poor. You can be a part of that change, though.

Readers will probably disagree, but I don't think electronics, or most specifically cell phones, belong at the table, movies, concerts, performances, weddings, funerals, churches, or school. I will hopefully assume you do not use your cell while driving (and that includes texting), which is simply dangerous.

Business English 2

voc. & gra. syllabus.- lesson 6

voc. & gra. syllabus.- lesson 6 A: telephoning, please and thank you

Telephoning:

to call.llamar

to give somebody a ring/call.llamar a alguien

to hang up.colgar el teléfono

to lift the receiver.levantar el teléfono

to make a call.hacer una llamada

to phone.telefonear

directory.guía telefónica

out of order.fuera de servicio

phone booth.cabina telefónica

wrong number.número equivocado

the line is engaged.la línea está ocupada

hold the line, please.no corte, por favor

please and thank you

please. por favor

thank you / thanks. gracias

thank you very much.muchas gracias

not at all / you're welcome.de nada

**

just a revision just a revision just a revision

WORDS 6

Watch out!

We only use Mr / Ms and Mrs with surnames

Dear Ms. Evans

contacts.contactos

eating out.comer fuera

tip.consejo

tip.propina

restaurant.restaurante

hotel.hotel

accommodation.hospedaje

trip.viaje

chips.patatas fritas lettuce.lechuga

omelette.tortilla francesa

vegetables.vegetales

potato salad.ensaladilla

beer.cerveza

wine.vino

fish.pescado

**

meat.carne

bread.pan

sugar.azúcar

actually.de hecho, en realidad

currently.actualmente

current.actual

casual Friday.de viernes (informal)

casual.informal

of course.desde luego

ABBREVIATIONS

PR.Public Relations (Relaciones Públicas)

p.s.post scriptum (después de lo escrito)

PTO. Please Turn Over (por favor, dele la vuelta)
just a revision just a revision just a revision

voc. & grammar syllabus.-lesson 6 A+: **small talk**

-via wikijob.co.uk-

Small talk might appear to be inconsequential and unimportant, but it's actually vital across all types of industries, businesses and networks. It helps to form a social cohesion that makes interaction possible and builds trust.

If you dismiss small talk, you risk appearing stilted, socially inept, unconfident and even untrustworthy. The good news is that these types of communication skills can be learned, as we'll show in this article, and will become much easier with practice.

—
Definition:

What Is Small Talk?

Small talk is the common term for a conversation about light and unimportant matters.

It's a friendly dialogue about a common topic, such as the weather. It's a way of conversing with someone you've only just met, are meeting for a short amount of time – at a conference, for example – or don't know very well.

Small talk is vital for situations where silence would be awkward and uncomfortable, but where in-depth and personal conversations would be inappropriate.

DO TALK ABOUT:

The weather – It's a cliché but people are generally happy to talk about the weather, even if it can seem rather mundane. Plus it's completely inoffensive and allows everyone to have something to say. Leading with a question is ideal as it naturally starts a conversation.

Work – You could start by asking if they've been in their current position for long or how they got into their line of work. Always show an interest in the other person, ask questions rather than talking about yourself, and don't start with a business request or a hard sell.

Travel – People love to talk about their vacation plans, where they have been and where they are planning to go. Show interest and the conversation should flow.

Celebrity trivia – Reference to the latest must-see drama or reality show is a good way to start talking to people. These topics of conversation are sometimes referred to as 'water-cooler topics', since they are what people tend to talk about in the office while congregated around the water cooler.

Nearby restaurants – Food is a fail-safe topic of conversation. Asking for recommendations for nearby restaurants, bars or street food is a great way to break the ice.

Local news – Be aware of what's going on in your local neighbourhood – social media community groups are a great way of staying informed. Try things like "Of the snow?" or "Did you know how late the train was?" The topic is that it makes you seem well informed and engaged in local matters.

Something that just happened – A recent event is always a good conversation-starter, such as a talk you both recently attended. Remember to listen more than you speak

DO NOT MENTION:

Money or anything financial – Talking about salaries, bonuses or anything financial is best avoided. A possible exception to the rule is property – in some circles, people are happy to discuss the property market and how much they paid for their recent house.

Politics – This can be an exceptionally divisive topic. Steer clear or you run a high risk of upsetting or alienating at least one person in the room.

Religion – Best avoided as it's a personal matter about which many people hold strong views.

Sex – Usually inappropriate in most business settings – you don't want to find yourself on the receiving end of a complaint to HR.

Life and death – Any recent bereavements, health scares or chronic problems are not appropriate small talk topics, however much they may be at the forefront of your mind. When you are in the presence of strangers, stay clear of topics that could potentially be upsetting.

Appearance and/or age – Never make personal comments about someone's appearance. Even if you think you are being complimentary, it could make them feel uncomfortable and successful small talk is all about creating a relaxed atmosphere. Don't ask anyone's age either – this can be a very sensitive topic.

Personal comments – Don't badmouth others, especially in a business context. It can make you look untrustworthy, and could damage relationships further down the line.

voc. & gra. syllabus.- lesson 6 B: the imperative mood

-via grammar-monster.com-

Imperative Mood

The imperative mood is a verb form that gives a command. For example:

Empty the bin, John.

(This is a verb in the imperative mood.)

John empties the bin.

(This verb is not in the imperative mood. It is in the indicative mood.)

Commands can include orders, requests, advice, instructions, and warnings.

definition of imperative mood and examples

The main verb (i.e., the finite verb) in an imperative sentence (i.e., one that makes a command) is said to be in the "imperative mood."

Forming the Imperative Mood

In English, the imperative mood uses the bare infinitive form (i.e., the version without "to").

Example 1:

Infinitive form: to take

Bare infinitive form: to take

Verb in the imperative mood: Take a leaflet.

Example 2:

Infinitive form: to remind

Bare infinitive form: to remind

Verb in the imperative mood: Next time I see you, remind me not to talk to you. (Comedian Groucho Marx)

Example 3:

Infinitive form: to do

Bare infinitive form: to do

Verb in the imperative mood: If you've heard this story before, do not stop me, because I'd like to hear it again. (Groucho Marx)

What Is Mood?

Mood is the form a verb takes to show how it is to be regarded (e.g., as a fact, a command, a wish, an uncertainty).

There are three major moods in English:

1/ The Indicative Mood. This states facts or asks questions. For example:

I am painting the fence.

Are you painting the fence?

2/ The Imperative Mood. This expresses a command or a request. For example:

Paint the fence!

Please paint the fence.

3/ The Subjunctive Mood. This shows a wish or doubt. For example:

I suggest that Mark paint the fence.

I propose that Mark be made to paint the fence.

If I were there, I would paint the fence.

Why Should I Care about the Imperative Mood?

Forming verbs in the imperative mood causes native English speakers few mistakes. That said, here are two noteworthy points related to the imperative mood.

(Point 1) Don't use "myself" with a verb in the imperative mood.

This is a common mistake, especially in work emails.

Please contact your manager or myself with any suggestions.

(It should be "me" not "myself.")

The subject of a verb in the imperative mood is an implied "you" (either singular or plural). This means you can only pair your verb with "yourself" or "yourselves." You cannot pair your imperative verb with "myself."

(Point 2) Exclamation marks are easily misinterpreted.

When writing a command, be mindful of how much force an exclamation mark adds and how that exclamation mark could be misinterpreted.

Pick me up at seven o'clock.

(This is neutral.)

Pick me up at seven o'clock!

(This is forceful. Does it mean "exactly seven o'clock" or does it mean "don't forget!")

Never use more than one exclamation mark! It's considered crass.

voc. & gra. syllabus.- lesson 6 B +: possessive adjectives / some and any

possessive adjectives

-via britishcouncil.org-

my (book)

your (brother)

his, her, its

our (classroom)

your

their (town)

We use possessive adjectives:

1/to show something belongs to somebody:

That's our house.

My car is very old.

2/for relations and friends:

My mother is a doctor.

How old is your sister?

3/for parts of the body:

He's broken his arm.

She's washing her hair.

I need to clean my teeth.

Possessives: adjectives

Be careful!

The possessive adjective *its* does not have an apostrophe (')

That bird has broken *its* (NOT *it's*) wing.

(it'S always means *it is* or *it has*.)

some & any (vía aulafacil.com)

Ambos adjetivos se traducen por "algo de", "algunos".

Regla general:

"Some": se utiliza en oraciones afirmativas.

"Any": se utiliza en oraciones negativas o interrogativas.

"Some" se utiliza a veces en preguntas:

a) Que suponen ofrecimiento.

Do you want some wine?

Can I give you some advice?

b) Cuando se espera casi con toda seguridad una respuesta afirmativa.

Can I have some biscuits?

"Any" se utiliza a veces:

a) En oraciones afirmativas con el significado de "cualquiera".

You can pick any of these books

You can go anywhere you want

b) En oraciones condicionales con el significado de "alguien, algo, alguna cosa".

If anyone ask for me, please tell them I will be back soon

If anything happens, please call me immediately

**

voc. & gra. syllabus.-lesson 6 C: **possessive case** (saxon genitive)

-via WOODWARD ENGLISH / grammar.cl-

Also called the possessive case, the genitive case is when we add apostroph e S (' s) t o s h o

p o s s e s s i o n , t h a t s o m e t h i n g b e l o n g s t o a n o t h e r o r a t y p e o f r e l a t i o n s h i p b e t w e e n t h i n g s .

e . g . W o o d w a r d ' s h o u s e , Y o u r b r o t h e r ' s f r i e n d

T h e m e a n i n g o f X ' s Y i s :

= The Y of X

= The Y belonging to X (Y is normally a thing)

= The Y which has some relation with X (Y is often a person)

The Rules:

We normally use **people, animals** though it can also be used with **places, organizations and companies** (which suggest a group of people).

It is not common to use the 's with non-living things

1. Singular nouns

add 's (apostrophe S)

My mother's house is next to the beach. (= the house of my mother)

Jason's car was stolen last night. (= the car of Jason)

Tomorrow, we're all going to see the museum's new art exhibit.

2. Plural nouns ending in -s

only add the apostrophe ' (without the S)

The two sisters' house is next to mine. (= the house of the two sisters)

Notice that the pronunciation is the same for certain possessives:

My friend's house = the house of my friend = 1 friend

My friends' house = the house of my friends = 2 or more friends

You can usually distinguish whether the speaker is referring to one or two friends by listening to the context of what the speaker says.

3. Plural nouns not ending in -s:

add 's

Be careful not to trip over the children's toys. (= the toys of the children)

The women's bathroom is currently flooded with water.

4. Singular noun ending in -s:

It depends ...

a. Most names: add 's (apostrophe S)

They had a really good time at James's barbecue last Friday.

We spent the day admiring Frances's new car.

b. Classical or religious names: add ' (only the apostrophe)

Jesus' disciples carried out the teachings of Jesus.

Sophocles' plays are still performed today.

5. Possessive nouns as part of a phrase

Sometimes more than one word/noun is a possessive. The same rules as above are still valid:

The King of Sparta's wife was called Helen.

The President of Chile's speech was very long.

I accidentally took someone else's bag home by mistake.

I had to give my boss three weeks' notice that I was leaving the company.

If there are two owners of something, we add 's to the final name:

Rick and Steve's car is quite old.

But, if each person owns a car, then add 's to both names:

Rick's and Steve's cars are quite old.

Notice how the verb is in plural form.

—

Business English 2

voc. & gra. syllabus.- lesson 7

voc. & gra. syllabus.-lesson 7 A: question tags

Tag questions

-via perfect-english-grammar.com

Tag questions (or question tags) turn a statement into a question. They are often used for checking information that we think we know is true.

Tag questions are made using an auxiliary verb (for example: be or have) and a subject pronoun (for example: I, you, she). Negative question tags are usually contracted: It's warm today, isn't it (not 'is it not')

Usually if the main clause is positive, the question tag is negative, and if the main clause is negative, it's positive. For example: It's cold (positive), isn't it (negative)? And: It isn't cold (negative), is it (positive)?

If the main clause has an auxiliary verb in it, you use the same verb in the tag question. If there is no auxiliary verb (in the present simple and past simple) use do / does / did (just like when you make a normal question).

There is one weird exception: the question tag after I am is aren't I.
For example: I'm in charge of the food, aren't I?

Positive sentences, with negative tags

Present simple 'be':

She's Italian, isn't she?

Present simple other verbs:

They live in London, don't they?

Present continuous:

We're working tomorrow, aren't we?

**

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WORDS 7

EYE! THESE WORDS ARE ONLY AN EXCERPT OF THE WORDLIST! YOU MUST LEARN ALL WORDS FROM THE LIST

Telephoning:

to call. llamar

to give somebody a ring/call. llamar

a alguien

to hang up. colgar el telefono

to lift the receiver. levantar el

telefono

to make a call. hacer una llamada

departments. departamentos

customer services. atención al cliente

customer. cliente

HR. recursos humanos

staff. personal

finance. finanzas

France. Francia

Italy. Italia

Norway. Noruega

Spain. España

Switzerland.Suiza
Portugal.Portugal

—
extract:

How to describe an image

Have a look at the image.

Is it a photograph? a painting? graffiti?

1. Find out the topic: love, summer holidays, shopping, family life, school days

...

—
visitor's pass.pase de visitante

currently.actualmente

reception desk.mostrador de

recepción

rooms.habitaciones

first floor.primer planta

—
ABBREVIATIONS

R&D.Research and Developmet

Investigación y Desarrollo

RSVP.Respondez s'il vous plait

RSVP.responda, por favor

just a revision just a revision just a revision

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voc. & gra. syllabus.-lesson 7 A +: do vs. make(Spanish)

h B B son dos verbos que se confunden frecuentemente en inglés. Ambos se pueden traducir como "hacer", pero hay algunas diferencias la acción, mientras que utilizando "make" nos refer

Do

Se usa "do" para acciones, actividades y trabajos. En general, estas acciones y actividades no producen un objeto físico.

do homework, do a job, do the dishes, do housework, do exercise

Se utiliza "do" cuando hablamos de cosas en general. En este sentido, se utiliza mucho con los pronombres "nothing", etc.

What are you doing today? I'm not doing anything. (He's always doing nice things for his girlfriend friend.)

Are you doing anything important right now? (¿Haces algo importante ahora mismo?)

Expresiones:

do good (hacer el bien)

do right (hacer bien)

do wrong (hacer mal)

do damage (hacer daño)

do one's best (hacer lo posible)

do a favor (hacer un favor)

do justice (hacer justicia)

do research (investigar)

do harm (hacer daño)

do business (hacer negocios)

do one's hair (arreglarse el pelo)

do wonders (hacer maravillas)

Make

Se utiliza "make" en el sentido de "fabricar", "elabora" o "crear". Se usa para cosas que se pueden tocar, un objeto físico.

make breakfast/lunch/dinner

make a dress

make furniture

Expresiones

Nota: Hay muchas expresiones que utilizan "make". E
"fabricar", ni "hacer" y muy a menudo "do it", parece ma
así que hay que memorizarlas.

make a decision (tomar una decisión)
make a choice (hacer una elección)
make a plan (trazar/hacer un plan)
make arrangements (hacer preparativos)
make an appointment (pedir cita/hora, concertar una cita)
make a mistake (cometer un error)
make money (ganar dinero)

voc. & gra. syllabus.- lesson 7 B: cover letter, CV

Applying for a job: cover letter and curriculum vitae- CV

What is a Cover Letter?

-via glassdoor.com-

Your resume is intended to lay out the facts, but your cover letter is meant to convey more personality. The cover letter is your first introduction to the person who may hire you, and its goal should be to make you as memorable as possible, in a good way.

That means writing a unique cover letter for every job you apply to. No templates. No pre-written nonsense. The format of your cover letter should also match the company

There is no "official format" for your cover letter or the be visually organized, and orderly in its presentation of information.

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A curriculum vitae or resumé

-via Coursefinder blog-

CV (Curriculum Vitae) or resume is a summary of one's edu
in applying for a job.

A CV is usually the first thing a recruiter sees, so writing a good CV is essential in getting the job of your dreams.

Using the right vocabulary and power words can make your CV stand out. Remember to be precise and concise.

Check for typos and make sure your grammar is correct.

The basic elements of a CV involve personal details, a profile, education, work experience, skills and interests.

voc. & gra. syllabus.-lesson 7C: **the Past tenses**

-via oxfordhousebcn.com-

Do you have difficulty with the past tenses in English? Do you know the difference between the past simple and past perfect? Knowing what they are and when to use them can be tricky, we are here to help you with all your past tense doubts!

We'll show you when to use them and give you some f

So, let's start by looking at and their most common uses. n past te

Past tenses in English | 4 past tenses and when to use them | Oxford House Barcelona

1. Past Simple

The first past tense you'll often learn in your Eng

Form

For regular verbs we add -ed to the infinitive form of the verb. E.g. I played / Tom walked

Irregular verbs however, take a different form. There are hundreds of irregular verbs and you just have to learn them off by heart! Here are some of the most common:

be-was

do-did

eat-ate

find-found

go-went

Use

The main use of the past simple is for finished actions in the past. For example:

I was born in San Francisco.

I cleaned my room.

I forgot my key.

We can use it with a finished time phrase like in the sentences below:

Yesterday I went to the supermarket.

Last night we watched the football.

The phone rang five minutes ago.

Other common time expressions you can use are:

last month, last week, last summer, in 1997, when I was a child, a long time ago, on Monday, in February etc.

We also use the past simple for the main action when telling a story.

E.g. I woke up on my wedding day, I jumped out of bed pick up and so I began to worry.

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2. Past Continuous

Another common past tense is the past continuous.

Form

We form it using was/were + verb + ing.

Use

A common use of the past continuous is to show that a longer action was interrupted (usually by a shorter action in the past simple). We often use the time expression when. For example:

I was swimming in the sea when I saw a shark.

Henry was sitting at home when the phone rang.

She was playing golf when it began to rain.

When two continuous actions are happening at the same time we use the time expression while.

I was talking to Sarah while she was driving.

We were playing while dad was cooking dinner.

We can also use it to show a continuous action happening at a specific time in the past.

Yesterday morning I was practising the piano.

At 6 o'clock I was sitting at dinner.

What were you doing at 8pm last night?

Finally, it can be used to add some description to a story.

E.g. It was a beautiful day. The sun was shining and the birds were singing. We were walking around our favourite park.

Note: we usually use continuous tenses with stative verbs.

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3. Past Perfect

Now we can move on to a slightly more difficult tense – the past perfect.

Form

We make the past perfect by using had + past participle.

Use

We use it when one action happens before another past action. For example:

A. The film had started when we arrived. (the film started before we arrived)

B. The film started when we arrived (we arrived at the same time the film started)

We use time expressions such as: before, by the time and when.

Be careful lots of students overuse the past perfect!

Remember you only use it for actions that happened before the main action.

Business English 2

voc. & gra. syllabus.- lesson 8

voc. & gra. syllabus.-lesson 8 A: making an appointment (I)

-via abaenglish.com-

How to make a business appointment.-

We make appointments for many different reasons: to go to the doctor, to apply for a visa, to arrange a business meeting, and for job interviews, among others.

Would you like to know the most useful expressions to communicate appropriately when making an appointment in English?

Remember that there is also the informal date in English, which is primarily an outing with friends or also with a romantic purpose.

arrange a meeting in English with a potential client and have to either call them or write a message using a chat application.

The most important thing is to use concrete language and get to the point.

without deciding anything).

**Greetings.-ON THE PHONE

Be sure to briefly greet the person who answers and ask for the person you wish to speak with:

Hello! Can I speak to Dr Merissa, please?

urself first and then make the request:

Hello, this is Lynn. I am calling from Smith.co.uk and would like to speak with Dr Collins.

ON THE PHONE: purpose (motivo de su llamada)

and would like to arrange an appointment with Mr Edward Jackson.

Hello, this is Lynn. I am calling from Smith.co.uk and would like to set up an interview with you.

I would like to arrange an appointment to see her.

If the person is unavailable, you may hear the following:

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just a revision just a revision just a revision

WORDS 8

Formato del curriculum básico en inglés

-vía modelo curriculum.netProfile: redacta dos líneas en las que te presentes y destagues tu perfil profesional.

Personal information: añade tus datos personales e información de contacto.

También es interesante incluir tu perfil en redes sociales, como LinkedIn o Skype.(...)

employment.empleo

careful.cuidadoso

be careful!;ten cuidado!

experienced.experimentado

nowadays.hoy en día

knowledge.conocimiento

currently.actualmente

—
careful.cuidadoso
friendly.amigable
experienced.experimentado
focused.concentrado
dress code.código de vestimenta
etiquette.reglas formales de cortesía
ethics.principios morales saludables

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resign(v).renunciar / dimitir
improve(v).mejorar
swipe(v).deslizar
turn off(v).apagar TV
book a table.reservar una mesa
help(v).ayudar
carry(v).llevar (portar peso)

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IDIOMS (Cockney Rhyming Slang)
bees and honey.money
cock and hen.ten
dog and bone.phone
just a revision just a revision just a revision

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voc. & gra. syllabus.- lesson 8 A+: **making an appointment (II)**
-via abaenglish.com-
****Arranging an appointment.-**

for both parties.
Look at the following examples:
Are you available on Monday?
Are you available next Monday?
Are you free on Tuesday?
Are you free next Tuesday?
Can we meet on Wednesday?
Can we meet next Wednesday?
Would next Thursday be okay?
What about next Friday?
Is next Saturday okay?

****How to confirm an appointment.-**

Yes, Monday is fine.
Yes, Tuesday would be fine.
Wednesday suits me.
Thursday would be perfect.
Please confirm if this date and time is suitable/convenient for you.
Can you let me know if this works for you?

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****How to say that a date/time is inconvenient for you.-**
Not everything in life is perfect, especially with so many schedules

you can use the following phrases:

on Wednesday.

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P.S. Means "post script." At the end of a letter, people will often include a P.S. to include an extra thought that was intended to be included in the letter, but forgotten. Using a P.S. was more and add

D.I.Y. This acronym stands for "do it yourself," which means creating something on your own. It is often used for crafts and home repairs.

hey went to London.
(No habían estudiado inglés antes de irse a Londres.)

3. Interrogative Sentences (Frases interrogativas)

Ejemplos:

How did you know where the Mona Lisa was? Had you visited the Louvre before? (¿Cómo sabías dónde estaba la Mona Lisa?

¿Habías visitado el Museo del Louvre antes?)

Had they studied English before they went to London?

(¿Habían estudiado inglés antes de irse a Londres)

Uses (Usos)

1. Usamos el pasado perfecto para referirnos a una acción o evento que comenzó en el pasado y que es anterior a otra acción también en el pasado. La acción que ocurrió primero es en pasado perfecto y la que sigue en pasado simple.

Ejemplos:

book before I saw the movie. (Había leído el libro antes de ver la película.)

Donna had just left when you called. (Donna había salido justo cuando llamaste.)

Had you ever flown before the trip to France? (¿Alguna vez habías volado antes del viaje a Francia?)

2. Se usa para acciones que ocurrieron antes de un tiempo específico en el pasado.

Ejemplos:

I had already woken up when the alarm clock rang at 7am. (Ya me había despertado cuando sonó el despertador a las 7.)

antes del viaje del 2008.)

3. También, como en el presente perfecto, con algunos verbos usamos el pasado perfecto para situaciones que empezaron en el pasado y que siguieron hasta un punto específico en el pasado.

Ejemplos:

She had only owned one car before she bought her new BMW.

(Solo había tenido un coche antes de que comprara su nuevo BMW.)

before I changed jobs.

(Había estado deprimido durante mucho tiempo antes de que cambiara de trabajo.)